

City of Reedsburg Personnel Committee Minutes

November 7, 2016

Present: Phil Peterson, Bill Finnegan, Dave Knudsen, Don Hull, Tiffany Schulte
Absent:
Others: Stephen Compton, Steve Zibell, Tim Becker, David Moon, Sue Ann Kucher, Press

Chairman Phil Peterson called the meeting to order at 5:00 pm.

Minutes: October 3 and October 10, 2016

Motion by Hull, second by Finnegan to approve the minutes for October. Motioned carried 5-0

The Chair made a request to add a Closed Session to the Committee Agenda to allow for a closed session to review City Employee Evaluations.

Motion by Hull, second by Knudsen to add a Closed Session to the Agenda for reviewing annual Employee evaluations. Motioned carried 5-0.

Agenda Items taken out of order to allow for employees and other attendees to be able to present comments on agenda items before going into closed session.

I. GENERAL BUSINESS:

4. Library Salary Changes requested in 2017 Budget.

The Library Director prepared and made a statement to the Personnel Committee related to any concerns on certain Library staff receiving a 2.5% increase in 2017. The Director indicated a review of employee positions had been done and there had been an adjustment in staffing and levels of work. Also, a review was made on wages of Libraries in other Communities in preparing the Budget which was approved by the Library Board. No Action required – Committee information only.

5. Airport Staffing:

Stephen Compton, I.C.A. and Zibell, PW/City Engineer presented changes occurring with Solverson Top Flight Aviation, LLC (FBO Contractor). The Airport Commission has approved working with a current employee of the Solverson Top Flight Aviation to continue as the FBO Contractor. The other option would be for the Solverson employee to become a City Employee if insurance arrangements could not be arranged. The cost to the Airport Budget for Salary and Benefits would be covered in the current operations budget. One item that will change is the City becoming responsible for the airport fuel purchase and sales. Consensus of the Personnel Committee was to continue as is with the employee taking on the role as a contractor vs. becoming a City staffed position. No Action required – Committee information only.

1. ICS 402 Training for City Council Members

The Chairmen and Committee discussed the ICS Training. The information was also relayed at the Nov. 14, 2016 City Council meeting. The City Administrator presented the Committee with an email from Chief Becker and Chief Kowalke about coordinating with the County Emergency Management Office to setup the ICS training.

2. Discuss 2017 Salary Adjustments – Compensation/Compression Study Timeline.

The Personnel Committee was presented and discussed “Salary Compensation/Compression” impact to city pay. The Interim City Administrator presented the two options:

- a. Compensation Review Method – By Interim City Administrator - Departments on a case by case basis;
 - b. Or using a consultant for a Classification and Compensation study. (Limit Study to Compression Review).
- One method would be quicker and the other would be made as time permits on a Department by Department basis.

Committee member Hulls and Knudsen are not in favor of “Salary Surveys per say and are more interested in Department Heads and the Interim City Administrator conducting the reviews on staffing pay based upon positions.

A discussion was held on “Merit Pay” and or “Bonus” pay systems. The Interim City Admin. suggested a “Merit/Bonus” system could be created in 2017. Also the Committee discussed funding requested as a “Budget Items” in past years. The Personnel Committee will request a budget amendment in 2017 to place a line item for the “Merit/Bonus” pay program.

- ## **3. Changes to Personnel Manual – Pay out of Sick Hours – Would the Personnel Committee be willing to consider recommendations to place the prior language regarding payout of sick time? The Interim City Administrator presented a request to look at adjusting language in the City Personnel Manual dealing with post-retirement benefits (OPEB-Sick Leave). The current number of City Employees who would qualify for OPEB-Sick Leave pay at retirement at listed below:**

City - 10 Years of service in 2016	30
Library -10 Years of service in 2016	4
TOTAL	34

Interim City Administrator to develop the cost estimate for the liability and bring back to the Personnel Committee.

II. CLOSED SESSION:

Consideration of moving into closed session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, in regards to employee evaluations.

Motion by Knudsen, second by Schulte to go into Closed Session under Wis. Stat. 19.85(1)(c) for the purpose to review annual employee evaluations. Motioned carried 5-0.

2016 Annual Evaluation of City Employees. Committee members began the review of Employee Evaluations covering: Department Heads, General Staff, Public Works and Waste Water Utility, Non-WPPA: Police Command, Supervision and Communications and WPPA- Police

After the initial review certain questions were presented to the Interim City Administrator to request information from Department Heads. The Personnel Committee members requested to have the evaluation made electronically and to place these items onto the December 5, 2016 meeting for further consideration.

III. ADJOURN:

Moved by Finnigan, second by Schulte to adjourn. Motion carried 5-0. Meeting adjourned at 8:06 pm.

Respectfully submitted,
Stephen P. Compton, Interim City Administrator